

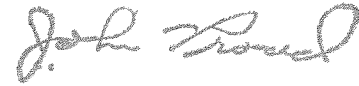
DEPARTMENT OF PUBLIC WORKS

BUREAU OF ENGINEERING  
BUREAU OF STREET MAINTENANCE  
JOINT REPORT NO. 1, Section 1

October 19, 1979  
CD's ALL

ADOPTED BY THE BOARD OF  
PUBLIC WORKS OF THE CITY  
of Los Angeles, California

OCT 19 1979



SECRETARY

PRESERVATION OF PARKWAY TREES

RECOMMENDATIONS

1. That the Bureau of Street Maintenance be instructed to submit all requests for tree removals to your Board for its action.
2. That the Bureau of Street Maintenance be authorized to remove trees when necessitated by emergency conditions.
3. That in connection with the approval of driveway access the City policy (adopted by the City Council on September 21, 1971, and amended on January 10, 1972) for the Installation and Preservation of Landscaping and Trees (Transmittal No. 2) be implemented as follows:
  - a. That a notice be posted at Bureau of Engineering counters advising building permit applicants requesting address approval that it is City policy to preserve parkway trees and that driveway approval requests must be accompanied by a plot plan showing existing culture, including all trees.
  - b. That no building permit applications be accepted for driveway approval without the plot plan specified in Recommendation a. above.
  - c. That driveway access be approved only in locations where trees need not be removed except when the applicant has previously obtained a permit from the Board of Public Works to remove conflicting trees.
  - d. That the Department of Building and Safety be advised of these requirements and requested to assist in informing architects and builders of these requirements.
4. That pursuant to Sec. 63.36.1 of the Los Angeles Municipal Code (LAMC), requires that an applicant, to whom a tree

removal permit will be issued, plant a new tree at a location fronting the property. The LAMC requires the planting to be done within 40 days after issuance of the permit. The replacement requirement may be waived by the Board of Public Works where existing trees satisfy parkway planting requirements or where the parkway is too narrow to accommodate trees.

5. That on all building permit applications where removal of trees has not been permitted, a statement or a stamp reading "DRIVEWAY APPROVAL IS VOID IF STREET TREE REMOVAL IS NECESSARY" be placed on the Bureau of Engineering remarks section.

#### TRANSMITTALS

1. Memorandum from the Board of Public Works to the City Engineer, dated July 6, 1979, requesting submission of a report to the Board containing a policy for the preservation of parkway trees in connection with the issuance of permits for driveways.
2. Bureau of Engineering Special Order 18-0372, regarding "Policies for the Installation and Preservation of Landscaping and Trees on Public Property," adopted by the Council on September 21, 1971, as amended on January 10, 1972.
3. Sample notice to building permit applicants to be posted at public counters of the Bureau of Engineering.
4. Sections 7-1.35, 7-2.01, 7-2.02, 7-2.11 and 7-2.12 of the City of Beverly Hills Municipal Code which pertain to planting, removing and preserving trees.

#### DISCUSSION

A memorandum from the Board of Public Works to the City Engineer dated July 6, 1979 (Transmittal No. 1) instructed the City Engineer to submit a report containing a policy for the preservation of parkway trees in connection with the issuance of permits for driveway approaches. On September 21, 1971, the City Council approved Transmittal No. 2, Policies for the Installation and Preservation of Landscaping and Trees on

Public Property, subsequently amended on January 10, 1972.  
Item 5, REMOVAL, of this document states the following:

"Unless necessitated by urgent reasons of safety, health of the tree, excessive maintenance, or to permit installation of a greatly needed public facility, existing trees located on public property shall not be removed. Before removal of existing trees is approved, a detailed investigation of all possible alternates to salvage the trees shall be made. Such alternates shall include, but not be limited to, the following:

- a. Alternate alignments, especially for streets, storm drains, and sewers.
- b. Jogging roadway alignments from one side of the right of way to the other to clear existing trees.
- c. Relocating tree to an acceptable nearby location.
- d. Placing sidewalks immediately adjacent to the roadway when location adjacent to the property line would cause interference with trees.
- e. Locations for proposed buildings or other structures, including their structural elements, shall be adjusted to avoid interference with existing trees.

"The cutting down or removal of trees by City forces, or by private parties under contract with the City, shall be prohibited between the hours of 6 p.m. and 7 a.m. and on any Saturday, Sunday, or legal holiday unless permission is obtained from the Board of Public Works.

"However, when the removal of a significant number of trees or any outstanding tree specimen, especially a large, historical or significantly handsome tree, is proposed, the following procedure shall be followed.

"The Councilman of the respective district, the City Engineer, the Director of the Bureau of Street

Maintenance, and the City Beautification Coordinator, shall be consulted regarding possible alternatives. If a bureau of department other than the Bureau of Engineering is responsible for the project, then the head of that bureau or department shall be substituted for the City Engineer in the advisory role."

The preservation of existing trees in connection with driveways has been difficult because of the desire to serve the public by expediting the issuance of building permits. This desire has led to a procedure in which driveway approval has been given by the Bureau of Engineering without a check of existing culture to determine if tree removal would be necessary. The "A" Permit to construct the driveway access has been the last step in the building process. With the structure and parking facilities completed it is generally unfeasible to change the proposed driveway location in order to save an existing tree.

The procedure recommended herein would permit Bureau of Engineering counter personnel to approve a tree-free driveway access location at an early time in the building design and permit process. Knowledge of possible property access locations early in the building permit process will avoid having to consider removing trees to provide access to an already built facility. It will also prevent the expenditure of funds to design a facility which would require access in conflict with existing parkway trees.

There are cases where lot shape, topography, drainage conditions or other reasons would make it unfeasible to properly develop the property unless access is granted at a particular location. Such a location could necessitate the removal of a tree. We believe it would be in the best interests of the City to permit the removal of a tree to accommodate property access under such circumstances. The City Council policy (Transmittal No. 2) requires the planting of two trees (maximum) for each tree removed. But in most cases where tree removal will become necessary the lot frontage would be too short to permit planting of more than one tree.

It is to be noted that for public works projects the policy of replacing two trees for each tree removed has been followed for more than eight years. Of course, removal has been specified only when there is no reasonable alternative.

DEPARTMENT OF PUBLIC WORKS  
BUREAU OF ENGINEERING  
BUREAU OF STREET MAINTENANCE  
JOINT REPORT NO. 1, Section 1  
October 19, 1979  
Page 5

As suggested by Commissioner Maureen A. Kindel, an effort was made to obtain a copy of the City of Beverly Hills policy on removing trees. However, the Bureau of Engineering was informed that there is nothing written except what appears in the Municipal Code of the City of Beverly Hills. The Bureau was also informed that Beverly Hills is almost completely developed and consequently the demand for new driveways is small. Their problem is preserving trees from operations such as utility installations or root trimming to prevent sidewalk damage. In the few cases of new private construction where driveways are required, the practice is to approve driveways only where trees would be unaffected.

AG:32 (Eng. #40993 CMA RSH PVK JLL EJH DAB )  
EXEC.

Respectfully submitted,

*Donald C. Tillman*  
DONALD C. TILLMAN  
CITY ENGINEER

*Edward D. Longley*  
EDWARD D. LONGLEY, DIRECTOR  
BUREAU OF STREET MAINTENANCE



DEPARTMENT OF PUBLIC WORKS

BUREAU OF ENGINEERING  
BUREAU OF STREET MAINTENANCE  
JOINT REPORT NO. 1, Section 1

OCT 15 1990

October 15, 1990  
CD Various

*J. A. Gibson*  
Secretary

TREE REMOVAL MITIGATION AGREEMENT BETWEEN THE BUREAUS OF  
ENGINEERING AND STREET MAINTENANCE

RECOMMENDATION

That your Board be advised that the Bureau of Engineering and Bureau of Street Maintenance have entered into a working agreement to mitigate tree removals required for some public works projects. This agreement will be used as a "last resort" to mitigate tree removals when no other possible mitigation measure is available.

DISCUSSION

The Bureau of Engineering is occasionally faced with projects that require the removal of street trees or privately-owned trees. Normally, these trees are replaced on a two-for-one basis within the project bounds. However, on some projects, due to limited access, site distance, right-of-way limitations, or the need to protect public health and safety, trees cannot be replaced on-site. Further, few other mitigation opportunities are available to the Bureau. In these cases, the Bureau of Engineering proposes to mitigate the tree removals in conjunction with the Bureau of Street Maintenance.

This agreement will be used for projects involving tree removals for which no other mitigation measure is available to the Bureau of Engineering. It will allow trees to be replaced, at the cost of the project being mitigated, in an area near the project site within the public dedicated streets, which is acceptable for planting of replacement trees. The replacement trees shall be of a type specified by the Bureau of Street Maintenance, and location to be mutually agreed upon by the Project Engineer or Architect, the Bureau of Street Maintenance, and the project's Council District office. The replacement trees shall be a minimum 24-inch box size tree for the trees removed and further, the replacement trees should be planted at sites within the same community as the project and as near the project as possible and planted within the dedicated public street.

This agreement will not be used until any and all other mitigation measures available have been exhausted. When this situation arises, the Bureau of Engineering shall first notify the Bureau of Street Maintenance of the need to locate a candidate area for replacement of trees nearby to the site. Should such a site be found, Street Maintenance's Street Tree Division shall notify the

project engineer or architect of the location and estimated cost to plant the trees, and the subdivision five years maintenance fees. The engineer/architect will obtain the authorization of the affected Council office, and the mitigation measure will be added to the project. Upon project approval by the Board of Public Works and City Council, funds to implement the measure will be transferred from the project account to the Street Tree Division in the Tree Mitigation Trust Fund 488, in an amount sufficient to plant the trees at the earliest possible convenience.

The cost of replacement, planting, and maintenance of the trees, should the trees not survive, shall be borne by the Bureau of Street Maintenance for a five year period. For oak trees, subject to the provisions of the Oak Tree Ordinance (Article 6, Section 46.00 - 46.02 of the LAMC), the maintenance period, tree replacement size, bond requirements, and tree replacement cost, shall be as determined by the Bureau of Street Maintenance, Street Tree Division on each individual oak tree.

Any trees planted under this agreement shall not be planted in lieu of street trees that the Bureau of Street Maintenance normally intends to plant. Rather, the trees planted under this agreement will be in addition to Street Maintenance's scheduled plantings of trees. The net result is an increase in the amount of street trees planted over and above the normal plantings.

This agreement is consistent with the current urban reforestation policy of the City of Los Angeles, and the long-term, City-wide project of the Bureau of Street Maintenance to plant street trees in areas with few or no street trees.

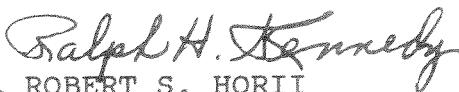
( AS JMF LHB RWK DDH DAR )

Report prepared by:

Respectfully submitted,

PROJECT MANAGEMENT DIVISION

Andres Santamaria  
Acting Division Engineer  
Ext. 53081

  
for ROBERT S. HORII  
CITY ENGINEER

AS/RR:rr/TREE.BR

324PMD-3.nz

  
PATRICK D. HOWARD, DIRECTOR  
BUREAU OF STREET MAINTENANCE



DEPARTMENT OF PUBLIC WORKS

BUREAU OF ENGINEERING  
BUREAU OF STREET MAINTENANCE  
JOINT REPORT NO. 1, Section 1

October 15, 1990  
CD Various

TREE REMOVAL MITIGATION AGREEMENT BETWEEN THE BUREAUS OF  
ENGINEERING AND STREET MAINTENANCE

---

RECOMMENDATION

That your Board be advised that the Bureau of Engineering and Bureau of Street Maintenance have entered into a working agreement to mitigate tree removals required for some public works projects. This agreement will be used as a "last resort" to mitigate tree removals when no other possible mitigation measure is available.

DISCUSSION

The Bureau of Engineering is occasionally faced with projects that require the removal of street trees or privately-owned trees. Normally, these trees are replaced on a two-for-one basis within the project bounds. However, on some projects, due to limited access, site distance, right-of-way limitations, or the need to protect public health and safety, trees cannot be replaced on-site. Further, few other mitigation opportunities are available to the Bureau. In these cases, the Bureau of Engineering proposes to mitigate the tree removals in conjunction with the Bureau of Street Maintenance.

This agreement will be used for projects involving tree removals for which no other mitigation measure is available to the Bureau of Engineering. It will allow trees to be replaced, at the cost of the project being mitigated, in an area near the project site within the public dedicated streets, which is acceptable for planting of replacement trees. The replacement trees shall be of a type specified by the Bureau of Street Maintenance, and location to be mutually agreed upon by the Project Engineer or Architect, the Bureau of Street Maintenance, and the project's Council District office. The replacement trees shall be a minimum 24-inch box size tree for the trees removed and further, the replacement trees should be planted at sites within the same community as the project and as near the project as possible and planted within the dedicated public street.

This agreement will not be used until any and all other mitigation measures available have been exhausted. When this situation arises, the Bureau of Engineering shall first notify the Bureau of Street Maintenance of the need to locate a candidate area for replacement of trees nearby to the site. Should such a site be found, Street Maintenance's Street Tree Division shall notify the

project engineer or architect of the location and estimated cost to plant the trees, and the subdivision five years maintenance fees. The engineer/architect will obtain the authorization of the affected Council office, and the mitigation measure will be added to the project. Upon project approval by the Board of Public Works and City Council, funds to implement the measure will be transferred from the project account to the Street Tree Division in the Tree Mitigation Trust Fund 488, in an amount sufficient to plant the trees at the earliest possible convenience.

The cost of replacement, planting, and maintenance of the trees, should the trees not survive, shall be borne by the Bureau of Street Maintenance for a five year period. For oak trees, subject to the provisions of the Oak Tree Ordinance (Article 6, Section 46.00 - 46.02 of the LAMC), the maintenance period, tree replacement size, bond requirements, and tree replacement cost, shall be as determined by the Bureau of Street Maintenance, Street Tree Division on each individual oak tree.

Any trees planted under this agreement shall not be planted in lieu of street trees that the Bureau of Street Maintenance normally intends to plant. Rather, the trees planted under this agreement will be in addition to Street Maintenance's scheduled plantings of trees. The net result is an increase in the amount of street trees planted over and above the normal plantings.

This agreement is consistent with the current urban reforestation policy of the City of Los Angeles, and the long-term, City-wide project of the Bureau of Street Maintenance to plant street trees in areas with few or no street trees.

( AS JMF LHB RWK DDH DAR )

Report prepared by:

Respectfully submitted,


PROJECT MANAGEMENT DIVISION

Andres Santamaria  
Acting Division Engineer  
Ext. 53081

  
for ROBERT S. HORII  
CITY ENGINEER

AS/RR:rr/TREE.BR

324PMD-3.nz

  
PATRICK D. HOWARD, DIRECTOR  
BUREAU OF STREET MAINTENANCE


**POSTED**

OCT 11 1990

BOARD OF PUBLIC WORKS

October 15, 1990

Board of Public Works  
of the City of Los Angeles, CA.

By  5:30p

9:30 a.m. - Room 350 - City Hall

MEMBERS: Steve Harrington, President  
Dennis N. Nishikawa, Vice President  
Myrlie B. Evers  
Percy Duran, III  
Felicia Marcus

(James A. Gibson, Secretary 485-3381)

It is the policy of the Board of Public Works to provide an opportunity for the public to address non-agenda matters which are under the Board's jurisdiction, up to a cumulative total of 15 minutes beginning at 9:30 a.m. at each regular Board meeting. Additionally, it is the Board's policy to allow public comment on individual agenda items subject to such time limits as the Board Chairperson may deem appropriate.

---

PUBLIC COMMENTS: Board will hear public testimony on non-agenda items under the Board's jurisdiction.

DISPOSITION: \_\_\_\_\_

MINUTES: September 10, 1990 and September 12, 1990.

CONTRACTS: Contracts approved for execution by this Board are listed on Attachment "A" to this agenda.

DISPOSITION: \_\_\_\_\_

PERSONNEL TRANSACTIONS: Includes such items as employee suspensions of 5 days or less, probationary terminations, transfers, appointments and requests for leaves of absence, submitted for Board approval. A detailed list of these actions is available in the Board Secretary's Office, Room 353, City Hall.

DISPOSITION: \_\_\_\_\_

---

AGENDA ITEMS

(1)

ASSESSMENT  
HEARING  
10:00 A.M. Dronfield Avenue (Near Claretta Street) -  
Council Hearing Date: October 30, 1990.

DISPOSITION: \_\_\_\_\_

(2)

#1-1 CE  
CD 6

Recommending Board authorize the City Engineer to issue Change Order Serial No. 245 for thermocycle modifications in connection with the Hyperion Solids Handling (HSH) project 0290 - Sludge Combustion Facility.

DISPOSITION: \_\_\_\_\_

(3)

#1-2 CE  
CD 13

Recommending City Council designate location Number 261 of the Hollywood Walk of Fame for installation of the name of Keye Luke at 7000 Hollywood Boulevard on December 5, 1990 , at 10:30 a.m.

DISPOSITION: \_\_\_\_\_

(4)

#1-3 CE  
CD 15

Requesting City Attorney proceed to default the Surety Bond against Art Corona and Mid-Century Insurance Company in connection with Pacific Avenue and Other Streets North of 26th Street Vacation.

DISPOSITION: \_\_\_\_\_

(5)

#1-4 CE  
CD 2

Requesting City Attorney proceed to default the Surety Bond against George J. and Ida Schechter and Amwest Surety Insurance Company in connection with the Improvement of Mammoth Avenue, East Side - 560 feet to 440 feet North of Moorpark Street.

DISPOSITION: \_\_\_\_\_

(6)

#1-5 CE  
CD None

Recommending Board authorize Farid Baher to assist in the grading of the Structural Engineer examination for the Board of Registration for Professional Engineers on October 5 and 19, 1990.

DISPOSITION: \_\_\_\_\_

(7)

1-6 CE  
CD 6

Recommending Board authorize the City Engineer to negotiate and issue Change Order Serial No. 248 for modification of the Sludge Oil Transport System in connection with the Hyperion Solids Handling (HSH) Project 717 - Sludge Combustion Facility Mechanical Upgrades.

DISPOSITION: \_\_\_\_\_

BOARD REPORT NO.

SUBJECT

(8)

JT#1-1  
CE SM

CD Various

Recommending Board be advised that the Bureau of Engineering and Bureau of Street Maintenance have entered into a working agreement to mitigate tree removals required for some public works projects.

DISPOSITION: \_\_\_\_\_

(9)

JT#1-2  
CE SM

CD 13

Recommending Board authorize the City Engineer to issue a Revocable Permit to encroach into the public way at 2547 Nichols Canyon Road.

DISPOSITION: \_\_\_\_\_

(10)

JT#1-3  
CE SM

CD 2, 11

Recommending Board extend for one year the contract with Hydro Pressure Systems, Inc. for the Improvement of Van Nuys Boulevard (And Other Streets) Sidewalk Maintenance District.

DISPOSITION: \_\_\_\_\_

(11)

JT#1 CE  
IPW OCC

CD 6

CONTRACT AWARD

Alley West of 8th Avenue (Near 76th Street) in the amount of \$31,415.92 to Shawnan Corporation.

DISPOSITION: \_\_\_\_\_

(12)

#1 SM

CD 6

Recommending Board adopt the specifications for trimming of various broadhead trees growing in the parkways of Rayford Drive between 80th Street and Manchester Avenue and certain other streets; advertise for bids to be received on November 14, 1990.

DISPOSITION: \_\_\_\_\_

(13)

#2 SM

CD 5

Recommending Board adopt the specifications for trimming various broadhead trees growing in the parkways of Patricia Avenue between Pico Boulevard and Lorenzo Place and certain other streets; advertise for bids to be received on November 14, 1990.

DISPOSITION: \_\_\_\_\_

BOARD REPORT NO.

SUBJECT

(14)

#3 SM

CD 5

Recommending Board adopt the specifications for trimming various broadhead trees growing in the parkways of Small Drive between Whitworth Drive and Pico Boulevard and certain other streets; advertise to be received on November 14, 1990.

DISPOSITION: \_\_\_\_\_

(15)

#4 SM

CD 14

Recommending Board approve the issuance of a fee permit to remove one street located at 3329 East Second Street.

DISPOSITION: \_\_\_\_\_

(16)

JT#1 SM  
IPW OCC

CD None

CONTRACT AWARD

Brush Clearance/Weed Abatement in the amount of \$5,995 to Executive Suite Services.

DISPOSITION: \_\_\_\_\_

(17)

#1 SAN

CD None

Recommending Board approve the award of contract by the Purchasing Agent to Stranco, Inc., for the purchase of two polymer metering pumps at Hyperion Treatment Plant per Bid No. F5355.

DISPOSITION: \_\_\_\_\_

(18)

#2 SAN

CD None

Recommending Board approve the award of contract by the Purchasing Agent to Western Pacific Equipment Company, for the purchase of a mobile crane at Hyperion Treatment Plant per Bid No. F5459.

DISPOSITION: \_\_\_\_\_

(19)

#1 ISWMO

Recommending Board approve and transmit to the Mayor the 1990-91 Budget Allocation requests for personnel, expenses, and equipment in support of the preparation of the City's State Mandated AB939 Integrated Solid Waste Management Plan.

DISPOSITION: \_\_\_\_\_

BOARD REPORT NO.

SUBJECT

(20)

COMMUNICA-  
TIONS

Reid L. Steinfeld of Weissman & Weissman, Attorneys for Merli Concrete Pumping, transmitting Release of Claim in the amount of \$1,315.25 filed against Cambridge Concrete in connection with the Improvement of the Hyperion Treatment Plant Interim Waste Activated Sludge Thickening Facility - contractor: Schneider, Inc.

DISPOSITION: \_\_\_\_\_

(21)

APPROVAL  
OF  
DEMANDS

FMIS documents and related transmittals approved by the Bureau of Accounting during the week ending October 5, 1990.

DISPOSITION: \_\_\_\_\_

ATTACHMENT "A" TO BOARD OF PUBLIC WORKS AGENDA FOR MEETING OF OCTOBER 15, 1990

---

CONTRACTS PREVIOUSLY AWARDED AND BEING PRESENTED FOR BOARD EXECUTION:

---

AWARDED

CONTRACTOR

JOB DESCRIPTION

9-12-90

ADVANCO CONSTRUCTORS

FOR THE LOS ANGELES-GLENDALE WATER  
RECLAMATION PLANT SECONDARY PROCESS  
IMPROVEMENTS



S U P P L E M E N T A L - A G E N D A

BOARD OF PUBLIC WORKS

October 15, 1990

9:30 a.m. - Room 350 - City Hall

MEMBERS: Steve Harrington, President  
Dennis N. Nishikawa, Vice President  
Myrlie B. Evers  
Percy Duran, III  
Felicia Marcus

(James A. Gibson, Secretary 485-3381)

---

AGENDA ITEMS

(22)

NOTE: At the conclusion of today's agenda items, the Board will convene in 'closed session' for discussion of proposed agreement with the South Coast Air Quality Management District regarding Lopez Canyon.



DEPARTMENT OF PUBLIC WORKS

BUREAU OF ENGINEERING  
BUREAU OF STREET MAINTENANCE  
JOINT REPORT NO. 1, Section 1

June 26, 1991  
CD's ALL

ADOPTED BY THE BOARD OF  
PUBLIC WORKS OF THE CITY  
of Los Angeles, California

JUN 26 1991

  
Secretary

REMOVAL OF STREET TREES CAUSED BY CONSTRUCTION OF NEW DRIVEWAYS

RECOMMENDATION

Approve the procedure on the subject matter outlined in the discussion as official policy of the Board of Public Works.

TRANSMITTAL

Joint Report No. 1, Section 1, Bureaus of Engineering and Street Maintenance, referred for further report October 15, 1990

DISCUSSION

At the Board meeting of December 26, 1990, concern was expressed regarding the removal of street trees to accommodate the construction of new driveways. A procedure was requested to minimize this problem before it was impossible to avoid.

Beginning immediately, the Bureau of Engineering, Public Counters will inform all permittees requiring driveway approval for new construction that the driveway must be located to avoid the removal of existing street trees. If the driveway cannot be located to prevent a tree's removal, the permittee will be referred to the Bureau of Street Maintenance, Street Tree Division to obtain a permit to remove or relocate the tree before the "Driveway Approval" will be signed off on the Building Permit Application.

The Street Tree Division will determine at that time the type and number of replacement trees to be installed and the fees that will apply. Bureau of Engineering will include these fees in the Class "A" permit issued for the construction of the driveway and attach a copy of the Street Tree permit to the Class "A" permit.

The Department of Building and Safety construction plan will be stamped with the following note:

WARNING

If you wish to construct a driveway that will require removal of a street tree, you must contact Street Tree, (213) 485-5675 for prior approval. Removal of a street tree without a permit is a misdemeanor. Failure to disclose the existence of a street tree may render your driveway permit null and void.

INTERFERING STREET TREE

☐ YES    ☐ NO

\_\_\_\_\_  
Permittee's      Signature

This note will also be placed on all Class "B" Permit plans involving the construction of a driveway and will be attached as a separate sheet to all Class "A" Permits for driveways. In cases where the driveway cannot be relocated to save the tree(s) a written statement as to why will be handwritten in the stamped "warning" box by the Bureau of Engineering. This statement will be included in the Bureau of Street Maintenance's Board Report.

The stamps will be issued to each Engineering District Office as soon as possible. Until that time, the note will be handwritten on the plans.

The implementation of this procedure will alert the permittee to find a better location for a proposed driveway and minimize the unnecessary removal of street trees. This procedure was reviewed by the City Attorney.

If your Board adopts this procedure, it will work in conjunction with the Tree Removal Mitigation Agreement between the Bureaus of Engineering and Street Maintenance that your Board adopted on October 15, 1990 (Transmittal).

( GDM LHB RHK RWK DDH )

Report prepared by:

Respectfully submitted,


ONE-STOP PERMIT PROCESSING

Frank Bonoff  
Engineer of Permits  
Ext. 53093

  
ROBERT S. HORII  
CITY ENGINEER

FVB:ema/012CPP:B1

130CEN-1.nz

  
PATRICK D. HOWARD, DIRECTOR  
BUREAU OF STREET MAINTENANCE

✓ DEPARTMENT OF PUBLIC WORKS

BUREAU OF ENGINEERING  
BUREAU OF STREET MAINTENANCE  
JOINT REPORT NO. 1, Section 1

*Policy*

OCT 15 1990

October 15, 1990  
CD Various

*JA Gibson*  
Secretary

TREE REMOVAL MITIGATION AGREEMENT BETWEEN THE BUREAUS OF  
ENGINEERING AND STREET MAINTENANCE

RECOMMENDATION

That your Board be advised that the Bureau of Engineering and Bureau of Street Maintenance have entered into a working agreement to mitigate tree removals required for some public works projects. This agreement will be used as a "last resort" to mitigate tree removals when no other possible mitigation measure is available.

DISCUSSION

The Bureau of Engineering is occasionally faced with projects that require the removal of street trees or privately-owned trees. Normally, these trees are replaced on a two-for-one basis within the project bounds. However, on some projects, due to limited access, site distance, right-of-way limitations, or the need to protect public health and safety, trees cannot be replaced on-site. Further, few other mitigation opportunities are available to the Bureau. In these cases, the Bureau of Engineering proposes to mitigate the tree removals in conjunction with the Bureau of Street Maintenance.

This agreement will be used for projects involving tree removals for which no other mitigation measure is available to the Bureau of Engineering. It will allow trees to be replaced, at the cost of the project being mitigated, in an area near the project site within the public dedicated streets, which is acceptable for planting of replacement trees. The replacement trees shall be of a type specified by the Bureau of Street Maintenance, and location to be mutually agreed upon by the Project Engineer or Architect, the Bureau of Street Maintenance, and the project's Council District office. The replacement trees shall be a minimum 24-inch box size tree for the trees removed and further, the replacement trees should be planted at sites within the same community as the project and as near the project as possible and planted within the dedicated public street.

This agreement will not be used until any and all other mitigation measures available have been exhausted. When this situation arises, the Bureau of Engineering shall first notify the Bureau of Street Maintenance of the need to locate a candidate area for replacement of trees nearby to the site. Should such a site be found, Street Maintenance's Street Tree Division shall notify the

project engineer or architect of the location and estimated cost to plant the trees, and the subdivision five years maintenance fees. The engineer/architect will obtain the authorization of the affected Council office, and the mitigation measure will be added to the project. Upon project approval by the Board of Public Works and City Council, funds to implement the measure will be transferred from the project account to the Street Tree Division in the Tree Mitigation Trust Fund 488, in an amount sufficient to plant the trees at the earliest possible convenience.

The cost of replacement, planting, and maintenance of the trees, should the trees not survive, shall be borne by the Bureau of Street Maintenance for a five year period. For oak trees, subject to the provisions of the Oak Tree Ordinance (Article 6, Section 46.00 - 46.02 of the LAMC), the maintenance period, tree replacement size, bond requirements, and tree replacement cost, shall be as determined by the Bureau of Street Maintenance, Street Tree Division on each individual oak tree.

Any trees planted under this agreement shall not be planted in lieu of street trees that the Bureau of Street Maintenance normally intends to plant. Rather, the trees planted under this agreement will be in addition to Street Maintenance's scheduled plantings of trees. The net result is an increase in the amount of street trees planted over and above the normal plantings.

This agreement is consistent with the current urban reforestation policy of the City of Los Angeles, and the long-term, City-wide project of the Bureau of Street Maintenance to plant street trees in areas with few or no street trees.

( AS JMF LHB RWK DDH DAR )

Report prepared by:

Respectfully submitted,

PROJECT MANAGEMENT DIVISION

Andres Santamaria  
Acting Division Engineer  
Ext. 53081

  
for ROBERT S. HORII  
CITY ENGINEER

AS/RR:rr/TREE.BR

324PMD-3.nz

  
PATRICK D. HOWARD, DIRECTOR  
BUREAU OF STREET MAINTENANCE

DEPARTMENT OF PUBLIC WORKS

BUREAU OF ENGINEERING  
BUREAU OF STREET MAINTENANCE  
JOINT REPORT NO. 1, Section 1

June 26, 1991  
CD's ALL

REMOVAL OF STREET TREES CAUSED BY CONSTRUCTION OF NEW DRIVEWAYS

RECOMMENDATION

Approve the procedure on the subject matter outlined in the discussion as official policy of the Board of Public Works.

TRANSMITTAL

Joint Report No. 1, Section 1, Bureaus of Engineering and Street Maintenance, referred for further report October 15, 1990

DISCUSSION

At the Board meeting of December 26, 1990, concern was expressed regarding the removal of street trees to accommodate the construction of new driveways. A procedure was requested to minimize this problem before it was impossible to avoid.

Beginning immediately, the Bureau of Engineering, Public Counters will inform all permittees requiring driveway approval for new construction that the driveway must be located to avoid the removal of existing street trees. If the driveway cannot be located to prevent a tree's removal, the permittee will be referred to the Bureau of Street Maintenance, Street Tree Division to obtain a permit to remove or relocate the tree before the "Driveway Approval" will be signed off on the Building Permit Application.

The Street Tree Division will determine at that time the type and number of replacement trees to be installed and the fees that will apply. Bureau of Engineering will include these fees in the Class "A" permit issued for the construction of the driveway and attach a copy of the Street Tree permit to the Class "A" permit.

The Department of Building and Safety construction plan will be stamped with the following note:

WARNING

If you wish to construct a driveway that will require removal of a street tree, you must contact Street Tree, (213) 485-5675 for prior approval. Removal of a street tree without a permit is a misdemeanor. Failure to disclose the existence of a street tree may render your driveway permit null and void.

INTERFERING STREET TREE

☐ YES ☐ NO

\_\_\_\_\_  
Permittee's Signature

This note will also be placed on all Class "B" Permit plans involving the construction of a driveway and will be attached as a separate sheet to all Class "A" Permits for driveways. In cases where the driveway cannot be relocated to save the tree(s) a written statement as to why will be handwritten in the stamped "warning" box by the Bureau of Engineering. This statement will be included in the Bureau of Street Maintenance's Board Report.

The stamps will be issued to each Engineering District Office as soon as possible. Until that time, the note will be handwritten on the plans.

The implementation of this procedure will alert the permittee to find a better location for a proposed driveway and minimize the unnecessary removal of street trees. This procedure was reviewed by the City Attorney.

If your Board adopts this procedure, it will work in conjunction with the Tree Removal Mitigation Agreement between the Bureaus of Engineering and Street Maintenance that your Board adopted on October 15, 1990 (Transmittal).

( GDM LHB RHK RWK DDH )

Report prepared by:

Respectfully submitted,

ONE-STOP PERMIT PROCESSING

Frank Bonoff  
Engineer of Permits  
Ext. 53093



ROBERT S. HORII  
CITY ENGINEER

FVB:ema/012CPP:B1

130CEN-1.nz



PATRICK D. HOWARD, DIRECTOR  
BUREAU OF STREET MAINTENANCE



BUREAU OF ENGINEERING  
BUREAU OF STREET MAINTENANCE  
JOINT REPORT NO. 1, Section 1

CE Smith  
6-26-91

OCT 15 1990

October 15, 1990  
CD Various

*J. A. Litton*  
Secretary

TREE REMOVAL MITIGATION AGREEMENT BETWEEN THE BUREAUS OF  
ENGINEERING AND STREET MAINTENANCE

RECOMMENDATION

That your Board be advised that the Bureau of Engineering and Bureau of Street Maintenance have entered into a working agreement to mitigate tree removals required for some public works projects. This agreement will be used as a "last resort" to mitigate tree removals when no other possible mitigation measure is available.

DISCUSSION

The Bureau of Engineering is occasionally faced with projects that require the removal of street trees or privately-owned trees. Normally, these trees are replaced on a two-for-one basis within the project bounds. However, on some projects, due to limited access, site distance, right-of-way limitations, or the need to protect public health and safety, trees cannot be replaced on-site. Further, few other mitigation opportunities are available to the Bureau. In these cases, the Bureau of Engineering proposes to mitigate the tree removals in conjunction with the Bureau of Street Maintenance.

This agreement will be used for projects involving tree removals for which no other mitigation measure is available to the Bureau of Engineering. It will allow trees to be replaced, at the cost of the project being mitigated, in an area near the project site within the public dedicated streets, which is acceptable for planting of replacement trees. The replacement trees shall be of a type specified by the Bureau of Street Maintenance, and location to be mutually agreed upon by the Project Engineer or Architect, the Bureau of Street Maintenance, and the project's Council District office. The replacement trees shall be a minimum 24-inch box size tree for the trees removed and further, the replacement trees should be planted at sites within the same community as the project and as near the project as possible and planted within the dedicated public street.

This agreement will not be used until any and all other mitigation measures available have been exhausted. When this situation arises, the Bureau of Engineering shall first notify the Bureau of Street Maintenance of the need to locate a candidate area for replacement of trees nearby to the site. Should such a site be found, Street Maintenance's Street Tree Division shall notify the

project engineer or architect of the location and estimated cost to plant the trees, and the subdivision five years maintenance fees. The engineer/architect will obtain the authorization of the affected Council office, and the mitigation measure will be added to the project. Upon project approval by the Board of Public Works and City Council, funds to implement the measure will be transferred from the project account to the Street Tree Division in the Tree Mitigation Trust Fund 488, in an amount sufficient to plant the trees at the earliest possible convenience.

The cost of replacement, planting, and maintenance of the trees, should the trees not survive, shall be borne by the Bureau of Street Maintenance for a five year period. For oak trees, subject to the provisions of the Oak Tree Ordinance (Article 6, Section 46.00 - 46.02 of the LAMC), the maintenance period, tree replacement size, bond requirements, and tree replacement cost, shall be as determined by the Bureau of Street Maintenance, Street Tree Division on each individual oak tree.

Any trees planted under this agreement shall not be planted in lieu of street trees that the Bureau of Street Maintenance normally intends to plant. Rather, the trees planted under this agreement will be in addition to Street Maintenance's scheduled plantings of trees. The net result is an increase in the amount of street trees planted over and above the normal plantings.

This agreement is consistent with the current urban reforestation policy of the City of Los Angeles, and the long-term, City-wide project of the Bureau of Street Maintenance to plant street trees in areas with few or no street trees.

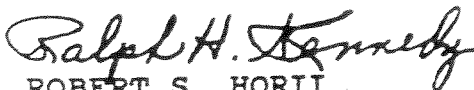
( AS JMF LHB RWK DDH DAR )

Report prepared by:

Respectfully submitted,

PROJECT MANAGEMENT DIVISION

Andres Santamaria  
Acting Division Engineer  
Ext. 53081

  
for ROBERT S. HORII  
CITY ENGINEER

AS/RR:rr/TREE.BR

324PMD-3.nz

  
PATRICK D. HOWARD, DIRECTOR  
BUREAU OF STREET MAINTENANCE

**REFERRED**  
BOARD OF PUBLIC WORKS

BACK TO THE CITY ENGINEER  
AND THE DIRECTOR OF THE  
BUREAU OF STREET MAINTENANCE  
FOR FURTHER REPORT TO THIS  
BOARD

DEPARTMENT OF PUBLIC WORKS

APR -1 1991

BUREAU OF ENGINEERING  
BUREAU OF STREET MAINTENANCE  
JOINT REPORT NO. 1, Section 1

March 4, 1991  
CD's ALL

*J. A. Gibson*  
Secretary

**111036**

REMOVAL OF STREET TREES CAUSED BY CONSTRUCTION OF NEW DRIVEWAYS

RECOMMENDATION

Approve the procedure on the subject matter outlined in the discussion as official policy of the Board of Public Works.

DISCUSSION

At the Board meeting of December 26, 1990, concern was expressed regarding the removal of street trees to accommodate the construction of new driveways. A procedure was requested to minimize this problem before it was impossible to avoid.

Beginning immediately, the Bureau of Engineering, Public Counters, will inform all permittees requiring driveway approval for new construction that the driveway must be located to avoid the removal of existing street trees. If the driveway cannot be located to prevent a tree's removal, the permittee will be referred to the Bureau of Street Maintenance, Street Tree Division, to obtain a permit before the "Driveway Approval" will be signed off on the Building Permit Application.

The Department of Building and Safety construction plan will be stamped with the following note:

**WARNING**

If construction of a driveway requires removal of a street tree, you must contact Street Tree, (213) 485-5675 for **prior** approval. Removal of a street tree without a **permit** is a misdemeanor. Failure to disclose the existence of a street tree may render your driveway permit null and void.

**INTERFERING STREET TREE**

☐ YES ☐ NO

\_\_\_\_\_  
Permittee's Signature

**RECEIVED**

APR 8 1991

RECEIVED Bur of En.  
ADMIN DIV RM 850  
Board Unit

APR - 4 1991

CEN-1 - CEN-HAR-VAL-WHA-FRANCO-HIRANO-LUNDAVIS

CENTRAL DISTRICT  
PERMIT COUNTER

ZAMORA

03/23/77

JOINT REPORT NO. 1, Section 1

Page 2

This note will also be placed on all Class "B" Permit plans involving the construction of a driveway and will be attached as a separate sheet to all Class "A" Permits for driveways. In cases where the driveway cannot be relocated to save the tree(s), a statement as to why it cannot be relocated will be handwritten in the stamped "warning" box by the Bureau of Engineering. This statement will be included in the Bureau of Street Maintenance's report recommending or denying the tree removal.

The stamps will be issued to each Engineering District Office as soon as possible. Until that time, the note will be handwritten on the plans.

The implementation of this procedure will alert the permittee to find a better location for a proposed driveway and minimize the unnecessary removal of street trees. This procedure was reviewed by the City Attorney.

( GDM JMF LHB RWK DDH )

Report prepared by:

Respectfully submitted,

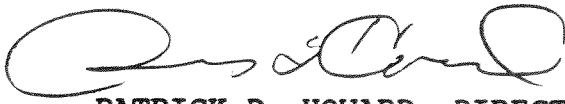
CENTRAL PERMIT PROCESSING

Frank V. Bonoff  
Division Engineer  
Ext. 53093

  
ROBERT S. HORII  
CITY ENGINEER

FVB:ema/WP/012CEN:B2

028CEN-1.tc

  
PATRICK D. HOWARD, DIRECTOR  
BUREAU OF STREET MAINTENANCE

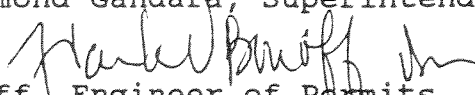
RECEIVED  
CITY ENGINEER  
MAY 1 1977

CITY OF LOS ANGELES  
INTER-DEPARTMENTAL CORRESPONDENCE

DATE: March 25, 1991

TO: R.W. Kennedy, Superintendent II, Bureau of Street  
Maintenance, Street Tree Division, Room 1550, City Hall East

Attn: Raymond Gandara, Superintendent I

FROM:  Frank Bonoff, Engineer of Permits, Central District,  
Room 460-G, City Hall

SUBJECT: "A" PERMITS FOR JOINT ENGINEERING AND STREET TREE  
DIVISION IMPROVEMENTS

To avoid preparing of two "A" Permits on the same project, for construction or repair of sidewalks and/or driveways where street tree removals are needed, we request that an "A" Permit for the sidewalk and/or driveway construction not be required by the Street Tree Division prior to issuance of Street Tree Removal Permit.

We propose that the applicant start the process by submitting a sketch of the proposed improvements to the Street Tree Division.

Street Tree Division shall issue a permit to the applicant specifying the number of trees to be planted, tree locations and any fees, required by Street Tree Division, to be collected at the time of "A" Permit issuance.

The applicant shall then apply for an "A" Permit at Counter "K" in Room 460, City Hall, for repair or construction of sidewalk and/or driveway. The Street Tree Permit Number and the fees will be included in the "A" Permit. A copy of the Street Tree Division Permit will be attached to the original "A" Permit on file at Central District Engineering.

VZS:jah



DEPARTMENT OF PUBLIC WORKS

BUREAU OF ENGINEERING  
BUREAU OF STREET MAINTENANCE  
JOINT REPORT NO. 1, Section I

MAR 18 1991

March 4, 1991  
CD's ALL

*J. A. Gibson*  
Secretary

REMOVAL OF STREET TREES CAUSED BY CONSTRUCTION OF NEW DRIVEWAYS

RECOMMENDATION

Approve the procedure on the subject matter outlined in the discussion as official policy of the Board of Public Works.

DISCUSSION

At the Board meeting of December 26, 1990, concern was expressed regarding the removal of street trees to accommodate the construction of new driveways. A procedure was requested to minimize this problem before it was impossible to avoid.

Beginning immediately, the Bureau of Engineering, Public Counters, will inform all permittees requiring driveway approval for new construction that the driveway must be located to avoid the removal of existing street trees. If the driveway cannot be located to prevent a tree's removal, the permittee will be referred to the Bureau of Street Maintenance, Street Tree Division, to obtain a permit before the "Driveway Approval" will be signed off on the Building Permit Application.

The Department of Building and Safety construction plan will be stamped with the following note:

WARNING

If construction of a driveway requires removal of a street tree, you must contact Street Tree, (213) 485-5675 for prior approval. Removal of a street tree without a permit is a misdemeanor. Failure to disclose the existence of a street tree may render your driveway permit null and void.

INTERFERING STREET TREE

☐ YES ☐ NO

\_\_\_\_\_  
Permittee's Signature

JOINT REPORT NO. 1, Section 1

Page 2

This note will also be placed on all Class "B" Permit plans involving the construction of a driveway and will be attached as a separate sheet to all Class "A" Permits for driveways. In cases where the driveway cannot be relocated to save the tree(s), a statement as to why it cannot be relocated will be handwritten in the stamped "warning" box by the Bureau of Engineering. This statement will be included in the Bureau of Street Maintenance's report recommending or denying the tree removal.

The stamps will be issued to each Engineering District Office as soon as possible. Until that time, the note will be handwritten on the plans.

The implementation of this procedure will alert the permittee to find a better location for a proposed driveway and minimize the unnecessary removal of street trees. This procedure was reviewed by the City Attorney.

( GDM JMF LHB RWK DDH )

Report prepared by:

Respectfully submitted,

CENTRAL PERMIT PROCESSING

Frank V. Bonoff  
Division Engineer  
Ext. 53093

  
ROBERT S. HORII  
CITY ENGINEER

FVB:ema/WP/012CEN:B2

028CEN-1.tc



PATRICK D. HOWARD, DIRECTOR  
BUREAU OF STREET MAINTENANCE



**REFERRED**  
BOARD OF PUBLIC WORKS

BACK TO THE CITY ENGINEER  
AND THE DIRECTOR OF THE  
BUREAU OF STREET MAINTENANCE  
FOR FURTHER REPORT TO THIS  
BOARD

DEPARTMENT OF PUBLIC WORKS

APR -1 1991

**RECEIVED**

BUREAU OF ENGINEERING  
BUREAU OF STREET MAINTENANCE  
JOINT REPORT NO. 1, Section 1

March 4, 1991  
CD's ALL

*J. A. Gilson*  
Secretary

APR 4 1991

CENTRAL DISTRICT  
PERMIT COUNTER

REMOVAL OF STREET TREES CAUSED BY CONSTRUCTION OF NEW DRIVEWAYS

RECOMMENDATION

Approve the procedure on the subject matter outlined in the discussion as official policy of the Board of Public Works.

DISCUSSION

At the Board meeting of December 26, 1990, concern was expressed regarding the removal of street trees to accommodate the construction of new driveways. A procedure was requested to minimize this problem before it was impossible to avoid.

Beginning immediately, the Bureau of Engineering, Public Counters, will inform all permittees requiring driveway approval for new construction that the driveway must be located to avoid the removal of existing street trees. If the driveway cannot be located to prevent a tree's removal, the permittee will be referred to the Bureau of Street Maintenance, Street Tree Division, to obtain a permit before the "Driveway Approval" will be signed off on the Building Permit Application.

The Department of Building and Safety construction plan will be stamped with the following note:

**WARNING**

If construction of a driveway requires removal of a street tree, you must contact Street Tree, (213) 485-5675 for **prior** approval. Removal of a street tree without a **permit** is a misdemeanor. Failure to disclose the existence of a street tree may render your driveway permit null and void.

**INTERFERING STREET TREE**

☐ YES ☐ NO

\_\_\_\_\_  
Permittee's Signature

RECEIVED

JOINT REPORT NO. 1, Section 1

Page 2

This note will also be placed on all Class "B" Permit plans involving the construction of a driveway and will be attached as a separate sheet to all Class "A" Permits for driveways. In cases where the driveway cannot be relocated to save the tree(s), a statement as to why it cannot be relocated will be handwritten in the stamped "warning" box by the Bureau of Engineering. This statement will be included in the Bureau of Street Maintenance's report recommending or denying the tree removal.

The stamps will be issued to each Engineering District Office as soon as possible. Until that time, the note will be handwritten on the plans.

The implementation of this procedure will alert the permittee to find a better location for a proposed driveway and minimize the unnecessary removal of street trees. This procedure was reviewed by the City Attorney.

( GDM JMF LHB RWK DDH )

Report prepared by:

Respectfully submitted,


CENTRAL PERMIT PROCESSING

Frank V. Bonoff  
Division Engineer  
Ext. 53093

  
ROBERT S. HORII  
CITY ENGINEER

FVB:ema/WP/012CEN:B2

028CEN-1.tc

  
PATRICK D. HOWARD, DIRECTOR  
BUREAU OF STREET MAINTENANCE

CITY OF LOS ANGELES  
INTER-DEPARTMENTAL CORRESPONDENCE

DATE: March 25, 1991

TO: R.W. Kennedy, Superintendent II, Bureau of Street  
Maintenance, Street Tree Division, Room 1550, City Hall East

Attn: Raymond Gandara, Superintendent I

FROM: Frank Bonoff,  Engineer of Permits, Central District,  
Room 460-G, City HallSUBJECT: "A" PERMITS FOR JOINT ENGINEERING AND STREET TREE  
DIVISION IMPROVEMENTS

To avoid preparing of two "A" Permits on the same project, for construction or repair of sidewalks and/or driveways where street tree removals are needed, we request that an "A" Permit for the sidewalk and/or driveway construction not be required by the Street Tree Division prior to issuance of Street Tree Removal Permit.

We propose that the applicant start the process by submitting a sketch of the proposed improvements to the Street Tree Division.

Street Tree Division shall issue a permit to the applicant specifying the number of trees to be planted, tree locations and any fees, required by Street Tree Division, to be collected at the time of "A" Permit issuance.

The applicant shall then apply for an "A" Permit at Counter "K" in Room 460, City Hall, for repair or construction of sidewalk and/or driveway. The Street Tree Permit Number and the fees will be included in the "A" Permit. A copy of the Street Tree Division Permit will be attached to the original "A" Permit on file at Central District Engineering.

VZS:jah



DEPARTMENT OF PUBLIC WORKS  
BUREAU OF STREET SERVICES  
REPORT NO.1

ADOPTED BY THE BOARD  
PUBLIC WORKS OF THE CITY  
of Los Angeles California

Date: June 17, 2015

**JUN 17 2015**

CITYWIDE

Honorable Board of Public Works  
of the City of Los Angeles

  
Executive Officer  
Board of Public Works

Commissioners:

**REQUEST BOARD APPROVAL AND ADOPTION OF THESE STREET TREE  
REMOVAL PERMIT AND TREE REPLACEMENT CONDITION POLICIES**

---

**RECOMMENDATIONS**

That your Board review, approve, and adopt these street tree removal and tree replacement condition policies as follows to codify existing practices:

- 1) Designate the Bureau of Street Services (BSS), Chief Forester, as the authorized officer and employee to issue street tree removal permits.
- 2) Require the public be notified of the proposed removal of three or more street trees by: placing a public notice for a 30 calendar days minimum period on each proposed tree removal providing the reason for tree removal and BSS contact information, placement of the address/project on the BSS Street Tree Removal Notification System, informing the Community Forest Advisory Committee (CFAC), and emailing the respective Council District Office(s) in which the street tree removals shall occur.
- 3) Require a Board of Public Works (BPW) public hearing for the consideration of the removal of three or more street trees at a specific address or a single project containing multiple addresses.
- 4) Require as a condition of a tree removal permit that each approved street tree removal be replaced by the permit applicant on a 2:1 basis with 24" box size tree stock and be watered for a minimum three-year period.

**HISTORY**

The BPW is empowered to govern the tree and plant infrastructure in the City of Los Angeles (COLA) public rights-of-way (ROW) by the Los Angeles Municipal Code (LAMC) Sec. 62.161-176. This includes the power to permit street tree removal and planting (LAMC Sec 62.162(a)). The current street tree removal permit and tree replacement condition practices are largely a compendium of ad hoc decisions made over the past fifty years or more. This report makes recommendations that will codify the requirements for obtaining a street tree removal permit and tree replacement conditions associated with the issuance of such permits. Codification of these current practices does not preclude additions and alterations to the requirements going forward



as conditions warrant.

Current BPW practice for considering the removal of two or fewer street trees requires a review by the designated BSS employee/officer and/or a single commissioner after which the request is approved or denied. In cases where the removal of three or more street trees is requested, the subject trees are posted for a minimum of thirty calendar days after which a BPW public hearing is held and an approval/denial of the street tree removal permit is made.

Current street tree removal permit conditions require a 2:1 tree replacement with 24" box size tree stock for each approved street tree removal. Every effort is made to have the replacement trees planted at the tree removal location but in the event room for replanting is not available, the replacement trees are delivered to BSS for planting in other areas of the City. The applicant is required to water any trees planted at the tree removal location for a minimum three-year period.

## **RECITAL**

The Board of Public Works and its officers and employees have control and authority over the street tree population per the COLA LAMC Sec. 62.161-62.176. The BPW or its designated officers/employees manage the tree and plant infrastructure contained within the public ROW as well as private property trees/plants that may impact the public ROW. As part of this authority, the BPW, or its designated officer/employee, is empowered to issue street tree removal permits when upon inspection and review it is determined tree removal is required.

The BPW has been exercising their power to approve or deny street tree removal for many years. Historic and current BPW practices are directed to the preservation of healthy and vital street trees. However, there are reasons that street tree removal permits may be considered that include damage to City infrastructure or private structures/buildings, construction of a vital City facility, installation of vital new streets and other public ROW improvements, capital improvement projects, and the structural integrity/condition of a tree that may warrant removal.

The LAMC Sections referenced above empower the BPW to make street tree removal permit decisions while not codifying the actual application of this power. The BPW application of their power has been manifested by practices and ad hoc policies developed over the last 50 years or more. For the most part, no formal tree removal permit or tree removal permit conditions or replacement policies have been adopted. The existing requirements are actually a function of long-standing past practices.





The LAMC contains no language, implicit or explicit, requiring public notification of any quantity of potential street tree removal(s) nor the necessity for a BPW public hearing to consider the proposed tree removal(s). The necessity for these to occur has become BPW practices over time. Codification of the practices and their application would allow for easier understanding of the process, provide a more timely process reducing the strain on COLA resources as well as the permit applicants, and be more closely aligned with the intent of the LAMC.

Currently, the BPW and/or its officers/employees utilize the following street tree removal permit procedures:

#### Removal of Two or Fewer Street Trees

- Notifications
  - Respective Council office in which the permit request resides
- Application and tree and site inspection with photographs are reviewed by BSS officer
- Application and tree and site inspection are reviewed with a BPW commissioner at which time an approval or denial of the tree removal permit is determined
- If approved, tree removal permit with tree replacement conditions is issued

#### Removal of Three or More Street Trees at One Address or a Single Project with Multiple Addresses

- Notifications
  - Respective Council office in which the permit request resides
  - Posting on the Street Tree Removal Notification system
  - Physical notice placed on each proposed tree removal for a 30 calendar-day minimum period
- Application and tree and site inspection with photographs are reviewed by BSS officer and a recommendation for approval/denial is determined and a BPW Board Report regarding the tree removal project is created
- BPW public hearing to consider the street tree removal permit application

As previously mentioned, most of these processes are due to past practices and ad hoc decisions for individual tree removal permit locations/projects. The exception to the ad hoc decisions was a 1991 formally adopted tree removal policy relative to Bureau of Engineering (BOE) projects. The adopted policy required BOE projects of three or more trees be physically posted on each proposed tree removal and a subsequent public hearing regarding the project be held to determine the approval/denial of the street tree removals. The adoption of these processes for BOE projects soon became “policy” for all projects requiring three or more street tree removals regardless of the project source.



The LAMC Sec. 62.170 states, "The Board may require, as a condition to any permit to remove or destroy a tree, that the permittee plant another tree of the type and size specified in the permit, within forty (40) days from the date of the issuance of the permit, in place of the tree to be destroyed or removed pursuant to the permit." For at least the past 25 years, the BPW has required that all street tree removals shall be replaced on a 2:1 basis. Although the tree stock size required to be planted varied during that time, for approximately the last ten years the tree stock replacement size practice has been 24" box size stock.

The intention of the tree replacement condition has been and continues to be ensuring street tree canopy succession. There has always been some dispute among tree professionals as to the best tree stock replacement size and species and the viability of ensuring tree canopy succession using a 2:1 tree replacement ratio. However, BSS professionals have found that tree replacement with 24" box size tree stock provides the best chance of tree survivability in the fairly hostile public ROW environment while also offering the best chance at acclimatization to its new growing environment. Further, a 2:1 tree replacement ratio will provide canopy succession within seven to ten years for the average street tree size tree removal.

Given past practice and the desire to provide clear guidance to the general public and applicants for tree removal/replacement, the BSS recommends the BPW formally adopt the following street tree removal permit and tree removal replacement conditions to codify past practices:

- Designate the Bureau of Street Services (BSS), Chief Forester, as the authorized officer and employee to issue street tree removal permits.
- Require the public be notified of the proposed removal of three or more street trees by: placing a public notice for a 30 calendar-day minimum period on each proposed tree removal providing the reason for tree removal and BSS contact information, placement of the address/project on the BSS Street Tree Removal Notification System, informing the Community Forest Advisory Committee (CFAC), and emailing the respective Council District Office(s) in which the street tree removals shall occur.
- Require a Board of Public Works public hearing for the consideration of the removal of three or more street trees at a specific address or a single project containing multiple addresses.
- Require as a condition of a tree removal permit that each approved street tree removal be replaced by the permit applicant on a 2:1 basis with 24" box size tree stock and be watered for a minimum three-year period.



The formal adoption of these street tree removal permit and tree replacement condition policies will allow for uniform application of the policies now and provide a baseline for any future policy modifications that may be necessary. The intention is to provide a firm groundwork for current and future City personnel to make sound street tree removal decisions and enable a more understandable process for the applicants and the general public.

The BSS is aware that the COLA faces unique and immediate challenges in the areas of sustainability, the historic drought, and infrastructure replacement, all towards the goal of making the COLA the most livable of American cities. These challenges may necessitate the creation of additional policies in the future.

(RL)

Report Prepared by:

Ronald Lorenzen, Assistant Director  
Bureau of Street Services  
Phone No (213) 847-3333

Respectfully submitted,



NAZARIO SAUCEDA, DIRECTOR  
BUREAU OF STREET SERVICES



DEPARTMENT OF PUBLIC WORKS  
BUREAU OF STREET SERVICES  
REPORT NO.1

ADOPTED BY THE BOARD  
PUBLIC WORKS OF THE CITY  
of Los Angeles California

Date: June 17, 2015

JUN 17 2015

CITYWIDE

Honorable Board of Public Works  
of the City of Los Angeles

  
Executive Officer  
Board of Public Works

Commissioners:

**REQUEST BOARD APPROVAL AND ADOPTION OF THESE STREET TREE  
REMOVAL PERMIT AND TREE REPLACEMENT CONDITION POLICIES**

---

**RECOMMENDATIONS**

That your Board review, approve, and adopt these street tree removal and tree replacement condition policies as follows to codify existing practices:

- 1) Designate the Bureau of Street Services (BSS), Chief Forester, as the authorized officer and employee to issue street tree removal permits.
- 2) Require the public be notified of the proposed removal of three or more street trees by: placing a public notice for a 30 calendar days minimum period on each proposed tree removal providing the reason for tree removal and BSS contact information, placement of the address/project on the BSS Street Tree Removal Notification System, informing the Community Forest Advisory Committee (CFAC), and emailing the respective Council District Office(s) in which the street tree removals shall occur.
- 3) Require a Board of Public Works (BPW) public hearing for the consideration of the removal of three or more street trees at a specific address or a single project containing multiple addresses.
- 4) Require as a condition of a tree removal permit that each approved street tree removal be replaced by the permit applicant on a 2:1 basis with 24" box size tree stock and be watered for a minimum three-year period.

**HISTORY**

The BPW is empowered to govern the tree and plant infrastructure in the City of Los Angeles (COLA) public rights-of-way (ROW) by the Los Angeles Municipal Code (LAMC) Sec. 62.161-176. This includes the power to permit street tree removal and planting (LAMC Sec 62.162(a)). The current street tree removal permit and tree replacement condition practices are largely a compendium of ad hoc decisions made over the past fifty years or more. This report makes recommendations that will codify the requirements for obtaining a street tree removal permit and tree replacement conditions associated with the issuance of such permits. Codification of these current practices does not preclude additions and alterations to the requirements going forward

as conditions warrant.

Current BPW practice for considering the removal of two or fewer street trees requires a review by the designated BSS employee/officer and/or a single commissioner after which the request is approved or denied. In cases where the removal of three or more street trees is requested, the subject trees are posted for a minimum of thirty calendar days after which a BPW public hearing is held and an approval/denial of the street tree removal permit is made.

Current street tree removal permit conditions require a 2:1 tree replacement with 24" box size tree stock for each approved street tree removal. Every effort is made to have the replacement trees planted at the tree removal location but in the event room for replanting is not available, the replacement trees are delivered to BSS for planting in other areas of the City. The applicant is required to water any trees planted at the tree removal location for a minimum three-year period.

### **RECITAL**

The Board of Public Works and its officers and employees have control and authority over the street tree population per the COLA LAMC Sec. 62.161-62.176. The BPW or its designated officers/employees manage the tree and plant infrastructure contained within the public ROW as well as private property trees/plants that may impact the public ROW. As part of this authority, the BPW, or its designated officer/employee, is empowered to issue street tree removal permits when upon inspection and review it is determined tree removal is required.

The BPW has been exercising their power to approve or deny street tree removal for many years. Historic and current BPW practices are directed to the preservation of healthy and vital street trees. However, there are reasons that street tree removal permits may be considered that include damage to City infrastructure or private structures/buildings, construction of a vital City facility, installation of vital new streets and other public ROW improvements, capital improvement projects, and the structural integrity/condition of a tree that may warrant removal.

The LAMC Sections referenced above empower the BPW to make street tree removal permit decisions while not codifying the actual application of this power. The BPW application of their power has been manifested by practices and ad hoc policies developed over the last 50 years or more. For the most part, no formal tree removal permit or tree removal permit conditions or replacement policies have been adopted. The existing requirements are actually a function of long-standing past practices.



The LAMC contains no language, implicit or explicit, requiring public notification of any quantity of potential street tree removal(s) nor the necessity for a BPW public hearing to consider the proposed tree removal(s). The necessity for these to occur has become BPW practices over time. Codification of the practices and their application would allow for easier understanding of the process, provide a more timely process reducing the strain on COLA resources as well as the permit applicants, and be more closely aligned with the intent of the LAMC.

Currently, the BPW and/or its officers/employees utilize the following street tree removal permit procedures:

#### Removal of Two or Fewer Street Trees

- Notifications
  - Respective Council office in which the permit request resides
- Application and tree and site inspection with photographs are reviewed by BSS officer
- Application and tree and site inspection are reviewed with a BPW commissioner at which time an approval or denial of the tree removal permit is determined
- If approved, tree removal permit with tree replacement conditions is issued

#### Removal of Three or More Street Trees at One Address or a Single Project with Multiple Addresses

- Notifications
  - Respective Council office in which the permit request resides
  - Posting on the Street Tree Removal Notification system
  - Physical notice placed on each proposed tree removal for a 30 calendar-day minimum period
- Application and tree and site inspection with photographs are reviewed by BSS officer and a recommendation for approval/denial is determined and a BPW Board Report regarding the tree removal project is created
- BPW public hearing to consider the street tree removal permit application

As previously mentioned, most of these processes are due to past practices and ad hoc decisions for individual tree removal permit locations/projects. The exception to the ad hoc decisions was a 1991 formally adopted tree removal policy relative to Bureau of Engineering (BOE) projects. The adopted policy required BOE projects of three or more trees be physically posted on each proposed tree removal and a subsequent public hearing regarding the project be held to determine the approval/denial of the street tree removals. The adoption of these processes for BOE projects soon became "policy" for all projects requiring three or more street tree removals regardless of the project source.

The LAMC Sec. 62.170 states, "The Board may require, as a condition to any permit to remove or destroy a tree, that the permittee plant another tree of the type and size specified in the permit, within forty (40) days from the date of the issuance of the permit, in place of the tree to be destroyed or removed pursuant to the permit." For at least the past 25 years, the BPW has required that all street tree removals shall be replaced on a 2:1 basis. Although the tree stock size required to be planted varied during that time, for approximately the last ten years the tree stock replacement size practice has been 24" box size stock.

The intention of the tree replacement condition has been and continues to be ensuring street tree canopy succession. There has always been some dispute among tree professionals as to the best tree stock replacement size and species and the viability of ensuring tree canopy succession using a 2:1 tree replacement ratio. However, BSS professionals have found that tree replacement with 24" box size tree stock provides the best chance of tree survivability in the fairly hostile public ROW environment while also offering the best chance at acclimatization to its new growing environment. Further, a 2:1 tree replacement ratio will provide canopy succession within seven to ten years for the average street tree size tree removal.

Given past practice and the desire to provide clear guidance to the general public and applicants for tree removal/replacement, the BSS recommends the BPW formally adopt the following street tree removal permit and tree removal replacement conditions to codify past practices:

- Designate the Bureau of Street Services (BSS), Chief Forester, as the authorized officer and employee to issue street tree removal permits.
- Require the public be notified of the proposed removal of three or more street trees by: placing a public notice for a 30 calendar-day minimum period on each proposed tree removal providing the reason for tree removal and BSS contact information, placement of the address/project on the BSS Street Tree Removal Notification System, informing the Community Forest Advisory Committee (CFAC), and emailing the respective Council District Office(s) in which the street tree removals shall occur.
- Require a Board of Public Works public hearing for the consideration of the removal of three or more street trees at a specific address or a single project containing multiple addresses.
- Require as a condition of a tree removal permit that each approved street tree removal be replaced by the permit applicant on a 2:1 basis with 24" box size tree stock and be watered for a minimum three-year period.

The formal adoption of these street tree removal permit and tree replacement condition policies will allow for uniform application of the policies now and provide a baseline for any future policy modifications that may be necessary. The intention is to provide a firm groundwork for current and future City personnel to make sound street tree removal decisions and enable a more understandable process for the applicants and the general public.

The BSS is aware that the COLA faces unique and immediate challenges in the areas of sustainability, the historic drought, and infrastructure replacement, all towards the goal of making the COLA the most livable of American cities. These challenges may necessitate the creation of additional policies in the future.

(RL)

Report Prepared by:

Ronald Lorenzen, Assistant Director  
Bureau of Street Services  
Phone No (213) 847-3333

Respectfully submitted,



NAZARIO SAUCEDA, DIRECTOR  
BUREAU OF STREET SERVICES